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**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

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(Signature of Traveler)

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

ETHIC MAR26 18AM10:35

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Cortney Segmen

Employing Office/Committee: Senator Tim Kaine

Private Sponsor(s) (list all): Jobs for the Future and Lumina Foundation

Travel date(s): April 5, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Germanna Community College - Fredericksburg, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

Traveler works on legislative issues involving education and workforce development. The site is doing innovative work around workforce development and lessons can be applied to policy making.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

3/5/18  
(Date)

[Signature]  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Tim Kaine hereby authorize Cortney Segmen  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/5/18  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)



